

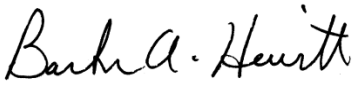


National Institute  
of Food and  
Agriculture

1400 Independence  
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Washington, DC  
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November 2, 2015

TO: Directors, State Agricultural Experiment Stations  
A-TR's, McIntire-Stennis Programs  
Research Directors, Evans-Allen Programs  
Deans, Schools of Veterinary Medicine

FROM: Bart Hewitt   
Director – Planning, Accountability, and Reporting Staff

SUBJECT: Request for FY 2015 Data  
REEport Project Financial Report

Request for FY 2015 Data  
Progress or Final Reports in REEport

The annual fiscal year 2015 REEport Project Financial Report (formerly known as AD-419 Funding and Staff Support) and fiscal year 2015 REEport Progress/Final Report data are now requested. Completion of these reports should facilitate the Plan of Work process. The reports will also provide essential accountability data for the agency to use in responding to congressional inquiries, working with the Office of Management and Budget, and other decision makers.

**NIFA asks you to ensure that these reports are submitted on time. Although last year's submissions were better than the previous year's submissions a few were still more than 4 months late. NIFA cannot generate financial reports until all the data is in. Late submissions make it difficult to ensure an accurate picture of NIFA-funded programs can be generated for budget planning and justification. Your every effort to submit these reports by the indicated deadline will be greatly appreciated. NIFA will withhold disbursement of formula grant funds, beginning with the third quarter formula grant funds due for disbursement in April 2016, until the Project Financial Report is received.**

**IMPORTANT NOTE:** The REEport Financial module is currently in the process of receiving some updates in functionality. Primarily, the updates will make the financial reporting process more "self-service" meaning that you will be able to enter your data, clear any errors, certify the data, and close out, without any NIFA intervention. We anticipate having this new functionality deployed sometime around January 1<sup>st</sup>, 2016. What this means for you:



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- In the meantime the financial module is still available for FY2015 reporting, and you are able to enter your data into the system following the same process as last year. In other words, you can still work through your normal processes of gathering and preparing your financial data. You don't need to wait until January 1<sup>st</sup> to get started.
- However, even though you may enter your data, you will not be able to process or close out your reporting until after the new functionality is deployed. Therefore you must log back into REEport after the deployment in order to complete your financial report.
- Detailed instructions for using the new functionality will be added to the [REEport Financial Report Manual](#) concurrent with deployment.
- The due date for the financial report is still February 1<sup>st</sup>, 2016.

- Complete instructions and guidance for using the Financial Report module in REEport are available in the [REEport Financial Report Manual](#).

- For completion of annual progress reporting, project checklists can be generated in the REEport system. Please refer to the [Operational Reports User Guide](#) for instructions.

Please note that the due dates for 2015 data are:

REEport Project Financial Report (Formerly known as: AD-419 Funding and Staff Support)	February 1, 2016
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REEport Annual Progress Report (Formerly known as: AD-421)	March 1, 2016
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Questions or assistance regarding the REEport Annual Progress/Final Report policies or procedures should be directed to the REEport staff at 202-690-0009 or via email at [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov). Questions or assistance regarding the Project Financial Report policies or procedures should be directed to Adam Preuter at 202-690-0124 or via email at [apreuter@nifa.usda.gov](mailto:apreuter@nifa.usda.gov).

Thank you for your cooperation.

### **Preparation Notes for REEport Annual Progress/Final Report:**

1. Administrative projects: Progress reports are not required for administrative projects with the exception of administrative Hatch Multistate projects. Progress Reports on Hatch Multistate projects account for the limited dollars allowed to be spent on regionally approved Extension and Research projects (ERAs), Coordinating Committee (CC) projects, and Developmental Committee (DC) projects. Each Experiment Station that spends those limited dollars on these type projects for travel and such should have an administrative project directly related to the appropriate regional administrative Hatch Multistate umbrella project. NOTE: with the implementation of REEport, all ERA, CC, and DC projects must now be documented on one of the four following administrative projects instead, depending on your Multistate region – W-106, NC-100, NE-059, S-065.
2. Measurement Data: Measurement data should be reported in metric terms only.
3. Patents/Inventions: Patent applications and applications for Plant Variety Act protection are considered products and should be reported in the Products section of the report designated for that purpose.
4. Progress/Final Reports: An annual Progress or Final Report should be submitted for all active projects. Note that all reports are now submitted via REEport.
5. Final Reports: When a project is complete or discontinued, a Final Report, covering the life of the project, should be submitted in lieu of a Progress Report.
6. Non-formula Grant Reports: Progress Reports for all active non-formula grants should be submitted as defined in the Terms and Conditions.